

WARNING: Failure to answer (see reverse side for additional instructions) the violation on this Notice within 14 calendar days of the date of service will result in assessment of a penalty equal to and in addition to the fine. If you are found liable, you may also be subject to other penalties and actions allowed by law including an assessment for up to three times the costs of abating the nuisance, suspension and non-renewal of your license or permit, the sealing of your business, and a lien being placed on your property.

YOU ARE REQUIRED TO ANSWER THIS NOTICE OF VIOLATION WITHIN 14 DAYS OF THE DATE OF SERVICE TO AVOID THE ASSESSMENT OF ANY PENALTIES AUTHORIZED BY LAW. YOU HAVE THE RIGHT TO REQUEST A HEARING. YOUR ANSWER MUST BE RECEIVED BY THE 14TH DAY AFTER THE DATE OF SERVICE. YOU MAY ANSWER THE VIOLATION IN ONE OF THE FOLLOWING WAYS:

TO ADMIT THE VIOLATION AND PAY THE FINE:

On this Notice and within 14 days of the date of service:

- **CHECK** the “**ADMIT**” box at the bottom on the reverse side of this Notice and sign your name on the **SIGNATURE** line.
- Make a personal check, cashier’s check, or money order payable to the **D.C. TREASURER** (no cash accepted by mail) for the total amount of fines and penalties due (see reverse) for the violation you are admitting. Note that there will be a fee for all returned checks. Write the **NOTICE NUMBER** (upper right corner of reverse side of this Notice) on the front of your check or money order. Make a photocopy of this Notice for your records.
- After completing all required information, enclose full payment with this Notice in an envelope with required postage and mail to the address at the bottom.

Alternatively, you may appear in person to submit this Notice with payment and required information at the address at the bottom on weekdays, 9:00 A.M.-5:00 P.M.

TO ADMIT THE VIOLATION WITH EXPLANATION AND REQUEST A HEARING BY MAIL:

On this Notice and within 14 days of the date of service:

- **CHECK** the “**ADMIT WITH EXPLANATION**” box at the bottom on the reverse side of this Notice and sign your name on the **SIGNATURE** line.
- Although a plea of Admit with Explanation is an admission of liability, you may prepare and submit any written explanation, affidavits, or other evidence explaining the circumstances surrounding the violation that you believe justifies a reduction of the fine. An Administrative Law Judge will review the evidence in your case and issue a ruling in writing. Failure to submit sufficient relevant evidence of mitigating circumstances may result in a failure to obtain any reduction or suspension of the fine. Write the **NOTICE NUMBER** on the front of any document submitted. Make a photocopy of this Notice for your records.
- After providing all required information, enclose this Notice together with any explanation, affidavits, or other evidence you wish to submit in an envelope with required postage and mail to the address at the bottom.

Alternatively, you may appear in person to submit this Notice with the required information at the address at the bottom on weekdays, 9:00 A.M.-5:00 P.M. At the same time, you must also submit any explanation, affidavits, or other evidence you wish to have considered by the Administrative Law Judge.

TO DENY THE VIOLATION AND REQUEST TO APPEAR IN PERSON FOR A HEARING:

On this Notice and within 14 days of the date of service:

- **CHECK** the “**DENY**” box at the bottom on the reverse side of this Notice and sign your name on the **SIGNATURE** line.
- **Your hearing date and time are pre-scheduled and appear on the reverse side of this Notice.** If you fail to appear at this date and time after you request a hearing in person, you will be subject to the imposition of a penalty equal to twice the amount of the original civil fine and the hearing may proceed to a final judgment in your absence. Bring all evidence with you to the hearing. Make a photocopy of this Notice for your records. You will be notified by mail if your hearing date and time are changed. The inspector or investigator will be required to attend the hearing.
- After providing all required information, enclose this Notice in an envelope with required postage and mail to the address at the bottom.

Alternatively, you may appear in person to submit this Notice with the required information at the address at the bottom on weekdays, 9:00 A.M.-5:00 P.M.

By Mail:

**Clerk
Office of Administrative Hearings
P.O. Box 77718, Washington, DC 20013-8718**

In Person:

**Office of Administrative Hearings
441 4th Street, NW Suite 540, Washington, DC 20001-2714**

By Phone:

Information Line: (202) 442-9091